

CleanCheck[®]
TRAINING SYSTEM

HEALTH CARE **ACUTE CARE**





Welcome to your CleanCheck Training System

Congratulations, you have made an investment in employee professionalism and performance by selecting the CleanCheck Training System for your staff training and education needs. CleanCheck ensures that your staff will master the proper cleaning procedures that promote a safe and clean environment. Complete with bilingual video tutorials, training manuals, on-the-job cards and testing tools, CleanCheck is a thorough program that trains employees and keeps you compliant.

Training Videos

The CleanCheck Training Videos provide step-by-step procedural instruction on cleaning specific areas in your facility. Each video module covers the cleaning process end-to-end, but is also offered in single chapters so specific tasks can be easily revisited or re-trained. Available in both English and Spanish, CleanCheck video modules also offer DVD or web-based viewing to meet the needs of your diverse and dispersed organization.

Color-coded Product Categories

CleanCheck utilizes color-coded product categories to identify which products are right for the job. Displayed as colored/numbered dots throughout the videos, cards and manual, CleanCheck includes corresponding stickers that can be applied to the actual product containers so there is a direct association between each chemical and the cleaning category identified in the training and CleanCheck job cards. This provides more assurance that the right product is used for each cleaning challenge.



Glass Cleaner



Disinfectant



All Purpose Cleaner



Air Freshener



Carpet Care



Degreaser



Stripper



Finish/Wax/Seal



Specialty Cleaner



Laundry Care

Training Manual

The CleanCheck Training Manual includes detailed instructions on proper cleaning and procedures. Pages can be used as a handout during employee training, or a reference for employee training and re-training. As with all CleanCheck components, images and color-coded product categories reinforce the procedures taught in the instructional video modules.

On-the-job Cards

The CleanCheck job cards allow employees to perform each cleaning step with confidence when they're ready to clean by themselves. Housed with dual rings, you can easily separate and customize your card sets based on which employees will need which job cards depending on their cleaning tasks. Employees can simply check off each step as it's completed with the provided erasable pen.

CleanCheck job cards follow the procedural instructions covered in the video modules, so it's a good idea to have the cards on hand during your staff's initial training. This way, employees can quickly correlate the images on the videos with the cards. In fact, you should encourage employees to check the steps of each procedure as each is completed in the video/DVD. This is a great way to promote audience participation and reinforce use of the jobs cards.



Online Testing, Tracking and Certification

When training is complete, you can reward employees for a job well done. Simple tests and personalized certificates for each area are included with the CleanCheck system. Online testing is available and will provide trackable results for each employee. Test questions focus on the basic concepts, while correct answers facilitate success and professional workmanship. Present these certificates with enthusiasm. Your employees will appreciate you taking pride in their work.

Since 1956, Spartan Chemical Company, Inc. has been providing cleaning solutions for a clean, healthy and safe work environment.

The CleanCheck Health Care: Acute Care Training manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated CleanCheck cards should be used as routine-cleaning checklists to reinforce these proper procedures.

Routine Cleaning of Occupied Patient Room

OVERVIEW OF REQUIRED STEPS

1. Gather Supplies and Apply Personal Protective Equipment
2. Remove Trash and Dispose of Sharps
3. Clean and Disinfect High-Touch Surfaces
4. Spot Clean Walls and Glass
5. Clean Patient Restroom
6. Hard Floor Care

REQUIRED PRODUCTS

- 1 Glass Cleaner
- 2 Disinfectant
- 5 Carpet Care



1. Gather Supplies and Apply Personal Protective Equipment

Gather necessary cleaning supplies as directed. Materials may include quart bottles with flip-top dispensers, pump-up sprayer with bucket and wringer or two buckets with wringers, microfiber mop system, vacuum, clean cloths, liners, appropriate disinfectant cleaner, glass cleaner, and any necessary personal protective gear, like protective eye wear and gloves.

As part of proper daily cleaning of patient rooms, it is critical that you leave your cleaning cart in the hallway outside the room to avoid cross-contamination between patient rooms. Wash or sanitize hands upon entering and when leaving patient room.

Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Safety Data Sheets for the cleaning products being used. Also follow all OSHA regulations and your site-specific Bloodborne exposure control plan.



2. Remove Trash and Dispose of Sharps

Begin by inspecting the area for blood or other potentially infectious materials, in compliance with your site-specific exposure control plan. Be sure to also properly dispose of sharps in accordance with your sharps control procedures.

Clean up non-hazardous litter prior to emptying trash. Place all waste into the receptacle. Carefully tie the liner closed, then lift from the receptacle and place in the appropriate trash collection bag on your cleaning cart.

Clean all waste receptacles inside and out with the Spartan disinfectant of your choice, applied to a clean cloth. Allow the product to set for the amount of time indicated on the product label. Then wipe dry with a clean cloth. Finally, replace the liner and be sure to place the receptacle in its original location.

2



3. Clean and Disinfect High-Touch Surfaces

All high-touch surfaces need to be cleaned and disinfected. Because chemicals should not be sprayed in an occupied patient room, use containers with flip-top dispensing caps and apply chemicals to the appropriate color-coded cloth (when using microfiber). Also, always clean the patient room first, then the patient restroom, using a separate cleaning cloth for each room. You should clean areas in a clockwise or back-to-front manner and always clean from top to bottom.

When using a color-coded system, use a red microfiber cloth and a Spartan Disinfectant for disinfecting applications. Clean and disinfect over-bed tables, bed rails, window sills, wall switches, door facings, door handles, tables, chairs, phone, television, TV remote, thermostat and monitors—anywhere routine disinfecting is important to minimize the spread of communicable disease. Be certain to maintain product on the surface for the recommended amount of time, as directed on the product label. Be sure to restock the dispensers after cleaning and disinfecting is complete.

2
1



4. Spot Clean Visible Soil on Walls and Glass

Spot clean all visible marks on interior walls, windows, and glass.



5. Clean Patient Restroom

Follow the complete procedure that you learned in the CleanCheck Restroom Training module.

In addition to the standard public restroom fixtures, you will also need to disinfect the shower area.

After disinfecting dispensers, light switches, and other high-touch surfaces, damp-wipe the restroom door and frame.

After emptying the waste receptacles, clean them inside and out with a Spartan disinfectant. Allow the product to set for the time written on the product label then wipe dry with a clean cloth. Replace the liner and be sure to place the receptacle in its original location.

5



6. Hard Floor Care

Routine floor cleaning is imperative for proper risk management in any healthcare setting. Hard floors need to be routinely dust mopped, cleaned, and disinfected.

For all floor care, be sure to follow the detailed Hard Floor Care Training module procedures. Additionally, when cleaning hard floors in patient rooms, be sure to reach under the bed and other furniture with your mop.

Occasionally some additional tasks may be required while the room is occupied. Your supervisor will set the schedule that is appropriate for your healthcare facility.

In addition to the Occupied Patient Room procedures, some additional cleaning tasks will be scheduled periodically, usually upon patient discharge or room transfer.

Additional Discharge/Transfer Cleaning Tasks

OVERVIEW OF REQUIRED STEPS

1. Additional Surface Disinfection
2. Bed Linens and Mattress Disinfection
3. Windows
4. Curtains
5. Restrooms

REQUIRED PRODUCTS

- 1 Glass Cleaner
- 2 Disinfectant

2



1. Additional Surface Disinfection

Be sure to disinfect the entire patient room from the top down, including tops of doors and frames, ceiling vents and lights, tops of light fixtures, ceiling corners, curtain rails, blinds, top of television, picture frames, air conditioning vents, heat and floor registers, cove molding, and electrical cords.

2



2. Bed Linens and Mattress Disinfection

When cleaning beds, inspect for sharps first according to your site-specific plan. Then remove bed linens if this is a task to be completed by environmental services. Do not shake or pull off linens. Carefully remove the soiled linens beginning from the corners of the mattress, and roll inward to avoid spreading contaminants from the bed onto other surfaces. Place soiled linens into the soiled laundry container. Next, clean the mattresses. Damp wipe disinfect the upper and lower mattress surfaces, especially the seams. As usual, use your red microfiber cloth for disinfecting if you are using a color-coded system.

After appropriate contact time, remake the bed if required.

1



3. Windows

You will also want to completely wash the inside windows in the patient room using the Spartan glass cleaner of your choice. Use a blue cloth for glass cleaning.

2



4. Curtains

Vacuum or remove and replace the curtains that surround the bed as well as the window curtains.

5. Restrooms

Follow the CleanCheck Restroom procedure cards—clean and disinfect showers, and disinfect all areas that were not routinely cleaned when the patient room was occupied. These areas may include: medicine cabinets, electrical cords, casters, and restroom grout.

These procedures should cover a standard patient room cleaning at the time of discharge or transfer, however your supervisor may assign additional tasks as needed.

Inspect and Document



Remember, always inspect your work to be sure the area is prepared for independent inspections. A defined inspection process in healthcare is part of a standard operating procedure and the CDC recognizes several methods. One option is a visual inspection, such as with Spartan's CompuClean® program, which enables customized quality inspection lists for each type of area.



Validate

Your supervisor or QC inspector may also choose to use an ATP meter. These devices enable quantification of the surface cleanliness.

The supervisor will simply swab the surface and place the swab in the meter. The device will quantify the results of the inspection, which can then be tracked to provide trending over time and identify areas of concern.



Clean and Return Equipment to Storage Room

You have now completed proper Cleaning Procedures for Patient Rooms. To ensure consistent quality results, always review your work before leaving the area.

When you complete your work, remember to return all equipment to its storage area, and clean your equipment as necessary. Also, remove wet floor signs when the floor is dry.

Routine Cleaning of Emergency Room Environments

OVERVIEW OF REQUIRED STEPS

1. Gather Supplies and Apply Personal Protective Equipment
2. Remove Trash and Dispose of Sharps
3. If Environmental Services is Responsible for Turning Rooms, Change Linens and Clean Patient Beds as Needed
4. Clean and Disinfect High-Touch Surfaces
5. Spot Clean Walls and Clean Glass
6. Clean Restrooms
7. Clean and Disinfect Hard Floors / Vacuum Carpeted Areas

REQUIRED PRODUCTS

- 1 Glass Cleaner
- 2 Disinfectant



1. Gather Supplies and Apply Personal Protective Equipment

Gather necessary cleaning supplies as directed. Materials may include quart bottles with flip-top dispensers, pump-up sprayer with bucket and wringer or two buckets with wringers, microfiber mop system, vacuum, clean cloths, liners, appropriate disinfectant cleaner, glass cleaner, and any necessary personal protective gear, like protective eye wear and gloves.

As part of proper daily cleaning of emergency rooms, it is critical that you leave your cleaning cart in the hallway outside the room to avoid cross-contamination. Wash or sanitize hands upon entering and when leaving emergency room.

Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Safety Data Sheets for the cleaning products being used. Also follow all OSHA regulations and your site-specific exposure control plan.



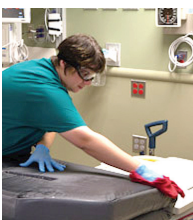
2. Remove Trash and Dispose of Sharps

Begin by inspecting the area for blood or other potentially infectious materials, in compliance with your site-specific exposure control plan. Be sure to also properly dispose of sharps in accordance with your sharps control procedures. Some facilities may require that nursing staff dispose of all sharps.

Clean up non-hazardous litter prior to emptying trash. Place all waste into the receptacle. Carefully tie the liner closed, then lift from the receptacle and place in the appropriate trash collection bag on your cleaning cart.

Clean all waste receptacles inside and out with the Spartan disinfectant of your choice, applied to a clean cloth. Allow the product to set for the amount of time indicated on the product label. Then wipe dry with a clean cloth. Finally, replace the liner and be sure to place the receptacle in its original location.

2



3. If Environmental Services is Responsible for Turning Rooms, Change Linens and Clean Patient Beds as Needed

When cleaning beds, inspect for sharps first according to your site-specific plan. Next, remove bed linens. Do not shake or pull off linens. Carefully remove the soiled linens beginning from the corners of the mattress and roll inward to avoid spreading contaminants from the bed onto other surfaces. Place soiled linens into the soiled laundry container.

Next, clean the mattress. Damp wipe disinfect the upper and lower mattress surfaces, especially the seams. Use a red microfiber cloth for disinfecting if you are using a color-coded system.

2



4. Clean and Disinfect High-Touch Surfaces

All high-touch surfaces need to be cleaned and disinfected. When using a color-coded system, use a red microfiber cloth and a Spartan disinfectant for disinfecting applications. Because chemicals should not be sprayed in occupied patient areas, use containers with flip-top dispensing caps or a bucket of ready-to-use solution. Apply product to the appropriate color-coded cloth. You should also clean all Emergency Department areas from top to bottom, in a clockwise or back-to-front manner.

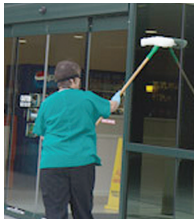
Clean and disinfect towel and other dispensers, counter tops, examining tables, window sills, stools, chairs, IV poles, scales and foot stools—anywhere routine disinfecting is important to minimize the spread of communicable disease.

Be certain to maintain product on the surface for the recommended amount of time, as directed on the product label.

Restock the dispensers after cleaning and disinfecting is complete.

2

1



5. Spot Clean Walls and Clean Glass

With the Spartan disinfectant of your choice and a clean cloth or red microfiber cloth, spot clean walls, including blood and other potentially infectious material (OPIM). Be sure to follow the Bloodborne Pathogen Standard and your site-specific exposure control plan, as described in other modules of the CleanCheck Training System.

Spot clean glass and clean glass entry doors as needed.

2



6. Clean Restrooms

Emergency Room Departments have both public and employee restrooms. Routine cleaning is imperative in these areas. Clean each restroom as described in the CleanCheck Restroom Care module.

2



7. Clean and Disinfect Hard Floors / Vacuum Carpeted Areas

Routine floor cleaning is imperative for proper risk-management in any healthcare setting.

First, place wet floor signs outside the entrance to the area. You must be sure to leave an accessible path in Emergency Departments and corridors so that the facility is accessible at all times. Do this by only blocking half of the corridors or pathway when performing floor work.

Once the first half of the area is complete and dry, the remaining portion can be maintained.

Be sure to follow the detailed procedures that are outline in the CleanCheck Hard Floor Care Training module and those within the CleanCheck Carpet Care Training module.

Cleaning and Disinfecting an Isolation Room

OVERVIEW OF REQUIRED STEPS

1. Wash Hands Thoroughly
2. Gather Supplies
3. Apply Personal Protective Equipment
4. Disinfect All Equipment
5. Clean Room with Patient Room Cleaning Procedure
6. Disinfect Additional Surfaces
7. Proceed with Second Isolation Room Disinfection
8. Disinfect All Equipment Prior to Leaving Area
9. Remove Personal Protective Equipment
10. Wash Hands Thoroughly

REQUIRED PRODUCTS

2

Disinfectant



1. Wash Hands Thoroughly

Wash hands thoroughly prior to putting gloves on. Utilize soap and running water and rub hands together under the running water for a minimum of fifteen seconds. Be sure to scrub between fingers, knuckles, and back of hands and around nails. Rinse hands under running water and dry with a paper towel. Use a paper towel to turn off the water and then discard it into the trash.



2. Gather Supplies

Gather necessary cleaning supplies as directed. Materials may include quart bottles with flip-top dispenser, pump-up sprayer with bucket and wringer or two buckets with wringers, microfiber mop system, dust mop, clean cloths, a bleach product, liners, appropriate disinfectant cleaner, glass cleaner, dust mop/dust cloth treatment, and necessary personal protective equipment.



3. Apply Personal Protective Equipment

For isolation room cleaning, make sure you use proper personal protective equipment including gloves, goggles, hair bonnet, mask, gown, shoe covers, and any other equipment that the specific pathogen requires. Also follow all OSHA regulations and your site-specific exposure control plan.

2



4. Disinfect All Equipment Before Bringing Into Room

With cart sitting directly outside the Ante Room door, use your intermediate level disinfectant and disinfect all equipment and supplies. Wipe caddy, supplies, mops, and tools. After cleaned and disinfected, move into the room and begin the Patient Room Cleaning.

2



5. Follow the CleanCheck Patient Room Discharge/Transfer Procedures

Clean and disinfect room according to the CleanCheck Patient Room Discharge/Transfer cleaning procedures.

2



6. Disinfect Additional Surfaces

In addition to high-touch surfaces you will be disinfecting every building surface, plus equipment and furniture surfaces: walls, windows, doors, monitors, beds, and every other surface within the isolation room.

Work in a clockwise fashion and from top to bottom on all surfaces.

2



7. Perform Second Isolation Room Disinfection Procedure

After the cleaning procedure in the patient room, if the pathogen requires—as in the case of a C-Diff room—use an EPA approved disinfectant and a fresh microfiber cloth to disinfect all surfaces previously cleaned.



8. Disinfect All Equipment Prior to Leaving Area

After completing the isolation room, use disinfectant and a fresh red microfiber cloth to disinfect all equipment and supplies. Wipe caddy, supplies, mops, and tools. After your tools have been cleaned and disinfected, place your caddy on the cart outside the ante room door.



9. Remove Protective Equipment

Remove all personal protective equipment and place in appropriate bag for laundering or disposal. Apply a fresh set of gloves before handling bag for transport.



10. Wash Hands Thoroughly

Wash hands thoroughly after removing gloves. Utilize soap and running water and rub hands together under the running water for a minimum of fifteen seconds. Be sure to scrub between fingers, knuckles, and back of hands and around nails. Rinse hands under running water and dry with a paper towel. Use a paper towel to turn off the water and then discard it into the trash.

Cleaning and Disinfecting The Operating Suite

OVERVIEW OF REQUIRED STEPS

1. Gather Supplies and apply Personal Protective Equipment
2. Remove Trash and Dispose of Sharps
3. Remove Linens
4. Clean and Disinfect Operating Room Surfaces
5. Follow the Hard Floor Care Procedures for Damp Mop Disinfection
6. Disinfect Equipment Casters
7. Disinfect Environmental Services Equipment
8. Remove Protective Equipment
9. Take Trash and Linens Bag for Disposal or Laundering
10. Wash Hands Thoroughly

REQUIRED PRODUCTS

2

Disinfectant



1. Gather Supplies and Apply Personal Protective Equipment

Gather necessary cleaning supplies as directed. Materials may include: clean microfiber cloths, wet mop and handle, mop bucket and wringer, dust mop, putty knife, measuring cup, waste receptacle liners, biohazard bags, wet floor signs, appropriate disinfectant/cleaner, and any necessary personal protective equipment like protective eyer wear and gloves.

As part of proper daily cleaning of operating suites, it is critical that you leave your cleaning cart outside of the room to avoid cross-contamination. Wash or sanitize hands upon entering the operating suite.

Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Safety Data Sheets for the cleaning products being used. Also follow all OSHA regulations and your site-specific exposure control plan.



2. Remove Trash and Dispose of Sharps

In both the prep room and operating suite, pick up litter, sharps, and debris. Be sure to also properly dispose of sharps in accordance with your sharps control procedures.

Place all waste into the proper receptacles but do not push down with hands. Carefully tie the liner closed, then lift from the receptacle and place in the appropriate bag.



3. Remove Linens

When cleaning beds, inspect for sharps first, according to your site-specific plan. Then remove bed linens if this is a task to be completed by environmental services. Do not shake or pull off linens. Carefully remove the soiled linens beginning from the corners of the mattress, and roll inward to avoid spreading contaminants from the bed onto other surfaces. Place soiled linens into the appropriate container. Tie bag closed and place outside of the room.

After appropriate contact time, remake the bed if required.



4. Clean and Disinfect Equipment and Surfaces

All prep room and operating suite surfaces need to be cleaned and disinfected. Use either a bucket of solution or a container with a flip-top dispensing cap and apply chemicals to the appropriate cloth. If using a color-coded system, use a red microfiber cloth and a Spartan disinfectant for disinfecting applications.

Always use a separate cleaning cloth for each room, every time the room is cleaned.

Clean and disinfect equipment, wall switches, door facings, door handles, and counters.

To clean the mattress, damp wipe/disinfect the upper and lower mattress surfaces—especially the seams.

Spot clean all visible marks on walls, ceiling lights, and glass. Some equipment should not be damp wiped—be sure to follow instructions given by your supervisor.

Clean all waste receptacles inside and out with the Spartan disinfectant of your choice, applied to a clean cloth.

Be certain to maintain product on the surface for the recommended amount of time, as directed on the product label.



5. Follow the Hard Floor Care Procedures for Damp Mop Disinfection

You will need to damp mop/disinfect the floors with liberal application of the chemical solution and appropriate contact time.

2



6. Disinfect Casters on All Equipment

Roll all equipment with casters on the wet surfaces to disinfect the wheels.

2



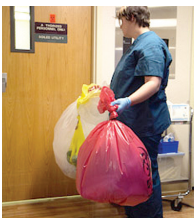
7. Disinfect All Cleaning Equipment

After completing the operating suite, rinse all equipment with your intermediate level disinfectant. Place soiled mop heads and rags in appropriate receptacle.



8. Remove Protective Equipment

Remove all personal protective equipment and place in appropriate bag for laundering or disposal. Apply a fresh set of gloves before handling bag.



9. Take Trash and Linen Bags for Disposal or Laundering

Be sure to follow all OSHA regulations and your site-specific exposure control plan for disposal or laundering of your personal protective equipment, mop heads, and all other emergency room and operating suite linens and trash.



10. Wash Hands Thoroughly

Wash hands thoroughly after removing gloves. Utilize soap and running water, and rub hands together under the running water for fifteen seconds. Be sure to scrub between fingers, knuckles, back of hands, and around nails. Rinse hands under running water and dry with a paper towel. Use a paper towel to turn off the water and then discard it into the trash.